

# NATIONAL ELECTRIC VEHICLE INFRASTRUCTURE (NEVI)

Design-Build-Operate-Maintain (DBOM) Project

Round 1 – Pre-proposal Meeting

**Michigan Department of Transportation**

September 12, 2023

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**Introductions**



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**Michigan's EV Implementation Plan**



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**Q&A ?**



## Presenters

- Steve Minton (MDOT)
- Jeff Feeney (consultant support)

## Support

- Justin Droste (MDOT)
- Ryan Mitchell (MDOT)
- Niles Annelin (MDOT)
- Monica Monsma (MDOT)
- Carrie Bates (MDOT)
- Jessie Crawford (EGLE)
- Katie Zehnder (consultant support)



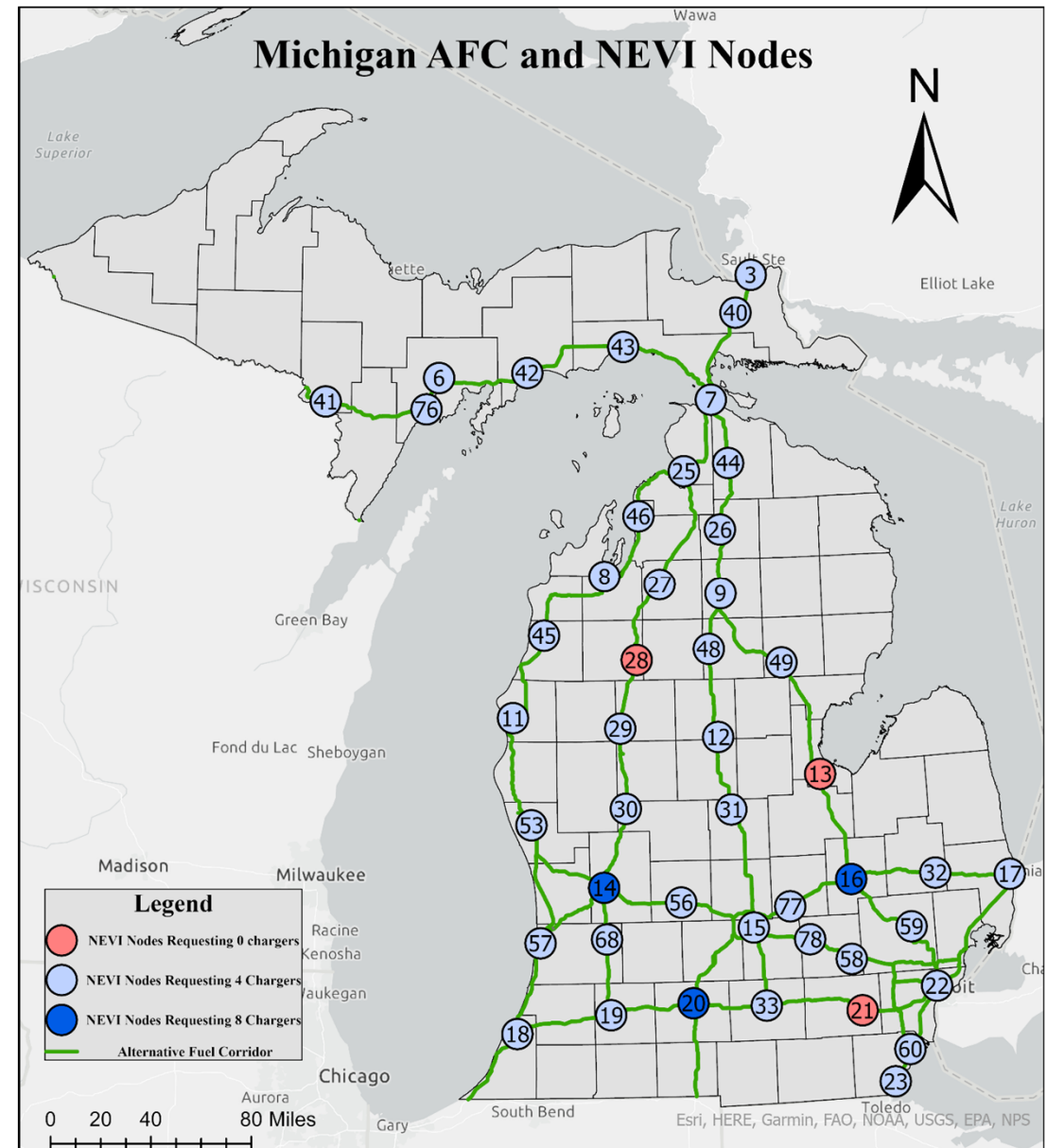
# MI Plan for EV Infrastructure

[MI-Plan-for-EV-Infrastructure-Deployment.pdf \(michigan.gov\)](https://michigan.gov/MI-Plan-for-EV-Infrastructure-Deployment.pdf)

## Michigan NEVI Planning Map

<https://experience.arcgis.com/experience/1aef0b7915f846959fce433e6ccc2c3f/?views=View-22>

Total Number of Nodes	43
Total Number of Charging Ports	184
Other Considerations: <ul style="list-style-type: none"><li>Nodes are placed every ~50 miles along AFCs</li><li>Sites must be located within 1 mile from AFC</li></ul>	



# Michigan NEVI Design Build Operate Maintain (DBOM) Round 1 Procurement

**DBOM:** A project delivery method in which an Agency enters into a single contract for design, construction, maintenance, and operation of an infrastructure facility over a contractually defined period.

## STEP 1

### Request for Qualifications (RFQ)

Respondent teams were qualified during Step 1 based on the team's ability to meet minimum eligibility requirements. Only teams qualified in Step 1 may respond during Step 2.



## STEP 2

### Request for Proposals (RFP)

Teams responding to the RFP during Step 2 will be evaluated using best value selection methodology, where both the technical qualifications of the team and cost are factors in the final selection.



## STEP 2 – Request for Proposals (RFP)

Proposal responses must provide the following project-specific information:



Site  
Location



Design  
Concept



Management Approach /  
Understanding of Service



Project  
Cost



Technical  
Considerations



Ability to Meet  
NEVI Final Rule



Equity



Site Attributes



Project Readiness



## RFP Overview

### Instruction to Proposers (ITP)

- Basic information on what and how to submit
- Important dates, evaluation process & scoring

### Book 1

- Obligations, labor, financial, work, completion, etc.

### Book 2

- Project Requirements

### Book 3

- Construction Standards
- List of standards and special provisions



## ITP Table 2-1: Procurement Schedule

Issue Request for Proposals	August 31, 2023
Pre-Proposal Meeting Questions Due	September 7, 2023
Pre-Proposal Meeting (Virtual)	September 12, 2023
Inquiry/Clarification Submittal Deadline	September 22, 2023
Proposer Agenda for One-on-One Meeting	September 22, 2023
One-on-One Meetings	September 25 - October 9, 2023
MDOT Response to Inquiry/Clarification Questions Due	October 16, 2023
Statement of Qualifications (SOQ) Teaming Member Modification Request Deadline	October 26, 2023
Proposal Due (at 1:00 pm)	November 3, 2023
Anticipated Notification of Selected Responsive Bidder(s)	January 2024





# Submission of Inquiries and Requests for Clarification

## ITP 3.6: Submission of Inquiries and Requests for Clarification

- Provides details of Submission of Inquiries and Requests for Clarification including;
  - Need to email MDOT Innovative Contracting PM for all inquiries and comments
  - Inquiries after deadline may be considered by MDOT
  - Questions, answers and supporting info will be posted at the following website:
    - <https://www.michigan.gov/mdot/business/contractors/innovativecontracting>
  - Responsibility of proposer to monitor website for info on procurement

## ITP Table 2-1: Procurement Schedule

- Provides submission of inquiries and comments Dates/Deadlines including;
  - Inquiry/Clarification Submittal Deadline: September 22, 2023
  - MDOT Response to Inquiry/Clarification Questions Due: October 16, 2023



# One-on-One Meetings

## ITP Section 3.5: One-on-One Meetings (*Optional*)

- Provides details of One-on-One Meetings, including;
  - Need to contact MDOT Innovative Contracting PM for scheduling
  - Meetings are scheduled on a first come-first served basis
  - Agenda must be submitted to MDOT
  - Identifies MDOT's discretion to preclude topics from meetings
  - Encourages submission of relevant content prior to meeting (Drawings, Exhibits, etc.)
  - Highlights confidentiality of meetings

## ITP Table 2-1: Procurement Schedule

- Provides One-on-One Meeting Dates/Deadlines including;
  - Proposer Agenda due: September 22, 2023
  - One-on-One Meeting Dates: September 25 – October 9, 2023



# Proposal Delivery, Content & Format, and Price Proposal Instructions

ITP 4.1.1: Due Date and Time  
**November 3, 2023 by 1:00pm EST**

ITP 4.1.1 - Submittal Location  
**MDOT-Michigan-NEVI@michigan.gov**

ITP 4.3.2 – Submittal Format  
**Two PDF files: 1) Proposal and 2) Price**

## [Innovative Contracting \(michigan.gov\)](https://michigan.gov/innovativecontracting)

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### Innovative Contracting

Business > Contractors > Innovative Contracting

Innovative construction contracting methods are typically utilized to address specific project objectives that conventional contracting methods cannot, such as minimizing motorist delay or time to project completion.

This section provides information on upcoming and current design/build projects.

Ryan Mitchell, Manager  
 517-614-7025

**Resources**

- [Innovative Construction Contracting Guide](#)
- [MDOT Design-Build Guidelines](#)
- [MDOT Risk Management Workbook](#)
- [Conflict of Interest \(Form 5100D\)](#)

## National Electric Vehicle Infrastructure (NEVI) – Round 1 (DBOM)

- [National Electric Vehicle Infrastructure Formula Program Website](#)
- [Project Information Sheet](#)
- [RFQ Results](#) - Revised 7/6/23
- [RFP](#)
- [RFP - Forms 1-8](#)
- [RFP - Form 2 - Price Proposal](#)



## Proposal Content (ITP 4.0)

### Forms

- Form 1 – Technical Proposal
- Form 2 – Price Proposal
- Form 3 – Progress Schedule
- Form 4 – Consultant Data and Signature Sheet
- Form 5 – RFP Submission Checklist and Assurances
- Form 6 – Changes in Team Members  
*(if applicable)*
- Form 7 – Project Site Ownership/Usage Rights
- Form 8 – Utility Support Letter

### Attachments

- A. Site Plan
- B. Equipment Specifications
- C. Local business opportunity certifications  
(if applicable)
- D. Additional supporting documents  
(if applicable)

### Responsive Proposals Are:

- Complete
- Filled out with detailed responses



# Form 1 – NEVI Technical Proposal Application

Consists of 4 Sections

- Section 1: Project Information and NEVI Requirements (*Project Readiness*)
- Section 2: Project Approach
- Section 3: Site Location and Attributes
- Section 4: Equity

## Section 2: Project Approach

Section 2, Project Approach must be completed to clarify the team's understanding of the project approach required to successfully implement the goals of NEVI. Responses must not exceed 250 words per question.

2.1 – Design & Construction Approach		
1	Describe the Project Company's approach to planning and design of the proposed site.	
2	Describe the Governmental approval process required prior to beginning construction, including all permits that must be obtained.	
3	Describe the Project Company's approach to site preparation and construction of the proposed site.	
4	Are you aware of any contamination and remediation required to install the proposed charger?	
5	Identify potential risks, issues, challenges, and needs you foresee during the Design and Construction phase and how the Project Company will manage those risks and the potential schedule impacts.	
6	Describe the utility coordination that has occurred and the work needed to provide the necessary power to the site.	



## Form 2 – Price Proposal

- Only include eligible costs (ITP Section 4.4.1)
- Itemized by category
- Submitters must indicate how much of the Contract Price they are providing (minimum of 20%)
- Submitters are provided an excel spreadsheet to fill out and submit as a PDF

Equipment (Itemize)	Quantity (#)	Cost (\$/Unit)		Eligible Costs (\$)
<u>Utility Infrastructure</u>				
<u>Charger Hardware</u>				
<u>Charger Software</u>				
<u>Other (Please Explain)</u>				
<b>Equipment SUBTOTAL</b>				\$0.00
<b>Total Eligible Cost {Contract Price, Proposal Price}</b>				\$0.00
	<b>Share of Total Eligible Cost (%)</b>			<b>Share of Total Eligible Cost (\$)</b>
<b>Project Company Share</b>	Min 20 %	20.0%		\$0.00
<b>Total Funds Requested (Total Eligible Cost less Project Company Share)</b>	Max 80%	80.0%		\$0.00



## Forms 3 & 4

### Form 3: Project Schedule

- Fill out the anticipated Milestone Completion Date
- Following award, Teams will be provided a comprehensive Progress Schedule template

### Form 4: Consultant Data Sheet

- [Link to MDOT PDF Form #5100J](#)
- Submit Form #5100J with submission

#### **FORM 3: PROJECT SCHEDULE**

##### **Design-Build-Operate-Maintain Schedule**

Phase	Milestone	Completion Date (MM/YY)
<b>Anticipated Award</b>	Notice to Proceed	February 1, 2024
<b>Pre-Construction Activities</b>	Submit permit application(s)	
	Approved permit application(s)	
	Submit utility service request	
	Approved utility service request	
	All approvals needed to begin construction	
<b>Construction and Installation</b>	Acquire Equipment	
	Construction kickoff	
	Substantial construction completion	
	Notification of Ready to Test	
	Final Construction Acceptance / Commissioning (available for public use)	
<b>O&amp;M</b>	First Quarterly Data Submittals	
	First Annual Data Submittals	
	Cyber security update	
	End of O&M Period (Final Acceptance)	



## Forms 5 & 6

### Form 5: RFP Checklist and Assurances

- Assurances from Project Company
- Signatures - signed by authorized representative

### Form 6: Changes in Team Members

- Only required if you have changes in your teaming partner
- Same qualifications for teaming partners as the RFQ
- Must submit this form by October 26 (prior to Proposal submittal)

#### **FORM 5: REQUEST FOR PROPOSAL SUBMISSION CHECKLIST AND PROJECT COMPANY ASSURANCES**

The NEVI Round 1 Proposal Checklist is to assist the Project Company ensure all required documentation is enclosed in their proposal. It is the Project Company's responsibility to ensure required documents are enclosed in the proposal. Failure to include all required documents can lead to automatic application rejection.

This form includes a list of assurances that are to be read and signed by the authorized signer of the Project Company. **If this form is not signed and included with proposal submission, the application will be automatically rejected.**

##### **NEVI Round 1 RFP Submitter Checklist**

<b>Forms</b>	Completed Forms 1-8, including this signed Submitter Checklist. <b>If all required forms are not included, this Proposal will automatically be rejected.</b>
<b>Site Plan</b>	Please attach a site plan of the Charging Stations that includes the following: location of proposed EVSE, designated EV charging spaces, an accessible Charging Station layout, an accessible route, physical safety and security strategies, space for future expansion [if applicable], pull-through spaces [if applicable], and any other relevant design components. <b>If a site plan with the desired items is not included, this Proposal will automatically be rejected.</b>
<b>Equipment Specification Sheet</b>	Please attach an equipment specification sheet that provides details of the following: power capacity per port (both single charge and simultaneous), connector type, payment capabilities, interface, communication protocol. <b>If these items are not included, this Proposal will automatically be rejected.</b>
<b>Electrician Certification</b>	If not included with the RFQ Submission, please attach the lead electrician's EVITP certificate OR certificate from a registered apprenticeship program for electricians that includes charger-specific training and is developed as part of a national guideline standard. <b>If an acceptable electrician certificate was not included with the RFQ Submission or included with this submission, this Proposal will automatically be rejected.</b>
<b>P.E. License of Design Lead</b>	If not included with the RFQ Submission, please attach a copy of the Michigan P.E. license of the design lead. <b>Failure to include the P.E. license of the design lead will result in this Proposal being automatically rejected.</b>

#### **FORM 6: CHANGES IN TEAM MEMBER(S)**

Any changes to Team Member from the Project Company's RFQ submission must be documented in this form and submitted to MDOT at least five business days prior to RFP submission for review and approval. MDOT will determine if the change is acceptable and, if not, has the right to deny the application. If MDOT is not notified by the date provided in Section 2, MDOT has the right to deny the application. Form 6 submissions are to be sent to [mintons@michigan.gov](mailto:mintons@michigan.gov).

The Project Company is to identify the requested replacement(s) and submit their capabilities to meet the required qualifications stated in the RFQ. Section A contains the tables for Teaming Partner(s) replacements. **If the capabilities of the replacement Team Member to meet the required qualifications are not included with the identification of replacement, this application will automatically be denied.**

Team Information	
Business Name	
Project Company Point of Contact	
Site Address	
Is the Project Company (entity responsible for contracting with MDOT) or its Members changing? Please explain.	

##### Section A: Team Member Replacement(s)

The Project Company is to identify the relevant replacement in Table A1. Only the roles in which the Project Company are replacing a firm should be entered. Qualifications of the identified replacement firm must be entered in Table A3 that address the requirements stated in Table A2.

**Table A1: Identification of Replacement Teaming Partners**

Role	Original Proposed Firm/Contact	Replacement Firm/Contact
Project Company		
Site Host		
Electric Distribution Utility		
Site Design		
EVSE Hardware		





# Form 7 – Project Site Ownership/Usage Rights

## **FORM 7: PROJECT SITE OWNERSHIP/USAGE RIGHTS FORM**

### **INSTRUCTIONS**

- (a) Submit one copy of this Form 7 for the Michigan NEVI candidate site selected by the Proposer.

Submit with this Form 7 ONE (1) of the following:

- (i) The original deed, deed of trust to the property, or official record
- (ii) Mortgage payment booklet/Mortgage Letter
- (iii) Contract for Deed
- (iv) Land Instalment Contract
- (v) Quitclaim Deed

AND

- (i) A current property tax bill and title commitment for the proposed property.

- (b) Proposers are advised to engage in discussions and negotiations with Site Host regarding appropriate rights. However, any arrangements with Site Host must be on a non-exclusive basis and must not prevent or preclude other Proposers from agreeing arrangements with Site Host.

- (c) If the candidate Site is NOT owned by the Project Company, provide a signed Site Host Letter of Intent in the form of Form 7 Attachment 1.

2 required attachments

If Site is not owned by the Project company



## Form 7 – Attachment 1

Only required if Site Host is not Project Company

### FORM 7 ATTACHMENT 1 - SITE HOST OWNER LETTER OF INTENT

This letter is being signed and delivered in connection with the proposal submitted by the [Proposer Name] ("Proposer") in response to that certain Request for Proposals (the "RFP") issued by the Michigan Department of Transportation ("MDOT"), an agency of the State of Michigan, dated [\*], to develop Round 1 of the Michigan National Electric Vehicle Infrastructure program.

The intent of this letter is to evidence a binding, non-exclusive commitment of [Site Host Owner Name] ("Host Site Owner") to allow the Proposer to develop the Site Host Owner's property located at [Insert proposed Project Site Address] ("Proposed Project Site"). This commitment from the Site Host Owner is expected to ensure that the Project can proceed smoothly, adhering to legal and regulatory requirements while mitigating any potential issues related to site ownership or access and usage rights.

By signing this letter the Site Host Owner confirms that, contingent upon award by MDOT of an agreement ("Agreement") to the Proposer under the Michigan NEVI program, the Site Host Owner agrees to execute an agreement with the Proposer (or its designee) necessary to afford access and use of the Site for the construction of compliant electric vehicle Charging Stations and all the associated amenities, and for the operation of the Site for a minimum of 5 years from the commencement of operations.

Proposer Entity Legal Name:

Business Address:

Name of Authorized Proposer Representative:

Telephone Number:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Host Site Owner Entity Legal Name:

Business Address:

Name of Authorized Proposer Representative:

Contact Telephone Number:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Form 8 – Utility Support Letter of Intent

- Example of a Utility Support letter of Intent provided as Form 8 Attachment 1
- A Utility Support Letter of Intent is required for each candidate site

### **FORM 8: UTILITY SUPPORT LETTER OF INTENT**

#### **INSTRUCTIONS**

- (a) Submit one copy of this Form 8 for the Michigan NEVI candidate site selected by the Proposer.

Submit with this Form 8 the following:

- (i) A signed Utility Support Letter of Intent in the form of Form 8 Attachment 1 to confirm the electric distribution utilities commitment to provide interconnection services.



## Form 8 – Attachment 1

Must be signed by the electric distribution utility.

[DATE]  
[PROJECT COMPANY CONTACT]  
[PROJECT COMPANY]  
[PROJECT COMPANY ADDRESS]

Dear [PROJECT COMPANY CONTACT],

This letter is being signed and delivered in connection with the proposal submitted by the [PROJECT COMPANY] ("Proposer") in response to that certain Request for Proposals (the "RFP") issued by the Michigan Department of Transportation ("MDOT"), an agency of the State of Michigan, dated [\*], to develop Round 1 of the Michigan National Electric Vehicle Infrastructure program.

[UTILITY] is pleased to facilitate and support the [PROJECT COMPANY]'s efforts to develop a new publicly accessible [POWER CAPACITY IN KW] electric vehicle Charging Station at [ADDRESS]. [UTILITY] has completed its preliminary review of project details and existing electric distribution infrastructure that is located proximate to the site. In doing so, [UTILITY] has determined the necessary electric distribution system upgrades (utility "make-ready") that are required to interconnect and support the new electric vehicle Charging Station. [UTILITY] will service the Site with a requested service capacity of [AMPS] at [VOLTS]. [UTILITY] has provided the price for the necessary make-ready upgrades to the [PROJECT COMPANY] for incorporation in Form 2 Price Proposal.

By signing this letter the [UTILITY] confirms that, contingent upon award by MDOT of an agreement ("Agreement") to the Proposer under the Michigan NEVI program, the [UTILITY] agrees to execute an agreement with the Proposer (or its designee) necessary to complete the utility "make-ready" improvements in support of the construction of a compliant electric vehicle Charging Station and for the operation of the Site for a minimum of 5 years from the commencement of operations.

Please let us know if we can be of further assistance.

Sincerely,

[UTILITY CONTACT]



## Additional Attachments

### Site Plan

- Requirements are in the ITP Section 4.3.3

### Equipment Specifications

- Must include relevant details showing compliance with NEVI Standards and Requirements

### Local Business Opportunity Certifications

- For example, DBE certificate

### Additional Supporting Documents

- EVITP and P.E. licenses if not submitted at RFQ

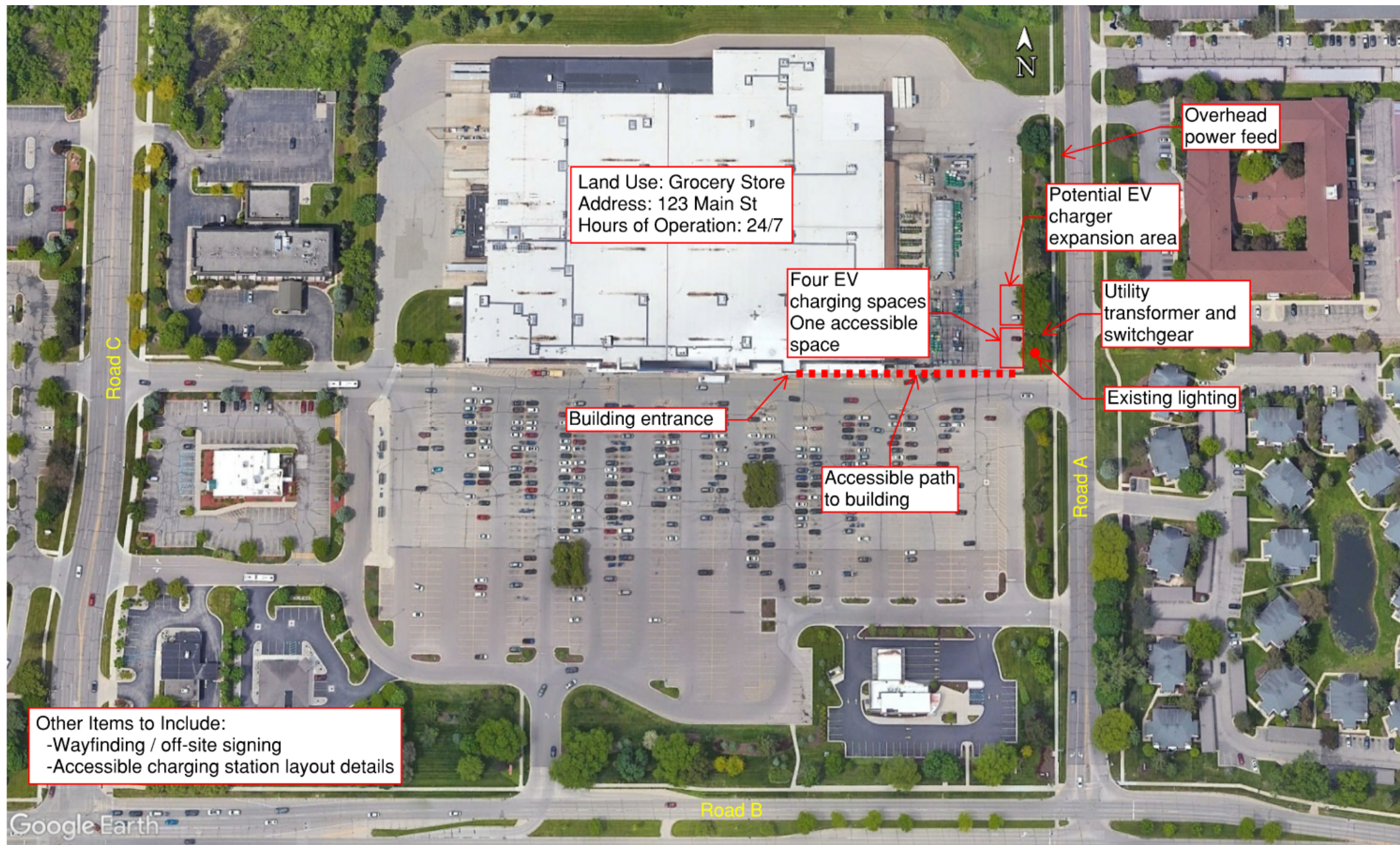
Site plan, including:

- Location of proposed Electric Vehicle Supply Equipment (EVSE)
- Designated EV charging spaces
- Accessible Charging Station layout
- Accessible route
- Physical safety and security features
- Space for future expansion [if applicable] .
- Pull-through spaces [if applicable]





## Sample Site Plan



## Evaluation Criteria (ITP 5.0)

ID	Category	Points
<b>1</b>	<b>Project Readiness</b>	<b>Pass/Fail</b>
1.1	NEVI Requirements	Pass/Fail
1.2	Complete Proposal	Pass/Fail
<b>2</b>	<b>Project Approach</b>	<b>15</b>
2.1	Design and Construction	10
2.2	Operation and Maintenance	5
<b>3</b>	<b>Site Location and Attributes</b>	<b>50</b>
3.1	Site and Charger Location	15
3.2	Site Amenities	25
3.3	Other Site Attributes	10
<b>4</b>	<b>Equity</b>	<b>10</b>
4.1	Workforce	5
4.2	Environmental Justice	5
<b>5</b>	<b>Cost</b>	<b>25</b>
5.1	Price Proposal Amount	25
<b>6</b>	<b>Evaluation Score</b>	<b>100</b>

Proposals will be evaluated against other proposals at the same node

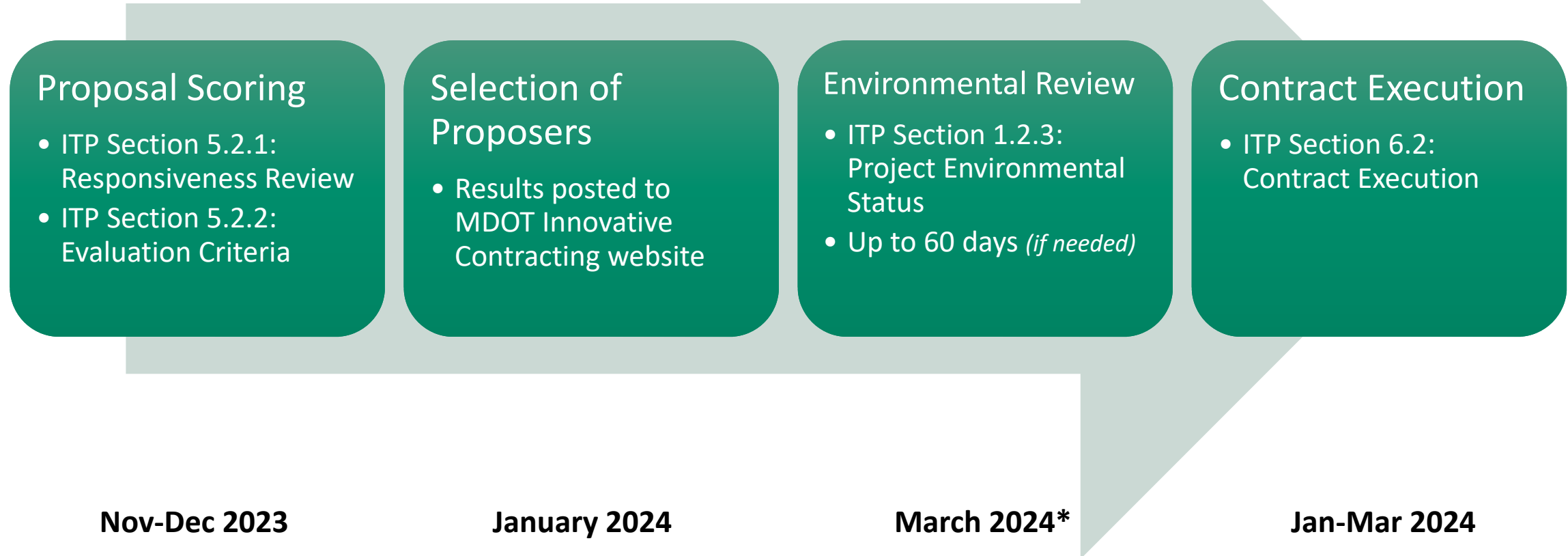
Aligns with questions in Form 1

Based on Form 2





# Award and Contracting Process





# MDOT Supplied Documents Post Contact Award

## Invoice Template

- Book 2 Section 2.2.1: Administrative Requirements

## Progress Schedule Template

- Book 2 Section 2.3: Schedule Management

## Project Quality Plan Template

- Book 2 Section 2.4.3: Project Quality Plan (PQM)

## Operations and Maintenance Plan Template

- Book 2 Section 23.4.1: Operations and Maintenance Plan (OMP)



## Contacts:

- MDOT NEVI Inbox
  - [MDOT-Michigan-NEVI@michigan.gov](mailto:MDOT-Michigan-NEVI@michigan.gov)
- Steve Minton
  - MDOT Innovative Contracting PM
  - Email: [mintons@michigan.gov](mailto:mintons@michigan.gov)
- MDOT Innovative Contracting Website
  - <https://www.michigan.gov/mdot/business/contractors/innovativecontracting>
- MDOT NEVI Website
  - <https://www.michigan.gov/mdot/travel/mobility/initiatives/nevi>



Questions?

